



**U.S. Department of Housing and Urban Development**

Community Planning and Development

Specialized Housing and Services for Victims of Human Trafficking

FR-6300-N-45 MODIFICATION

Application Due Date: 10/30/2019

Specialized Housing and Services for Victims of Human Trafficking

FR-6300-N-45

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## U.S. Department of Housing and Urban Development

<b>Program Office:</b>	Community Planning and Development
<b>Funding Opportunity Title:</b>	Specialized Housing and Services for Victims of Human Trafficking
<b>Announcement Type:</b>	Modification
<b>Funding Opportunity Number:</b>	FR-6300-N-45
<b>Primary CFDA Number:</b>	14.279
<b>Due Date for Applications:</b>	<b>10/30/2019</b>

### Overview

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

**For Further Information Regarding this NOFA:** Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s): 2506-0214

### Paperwork Reduction Act.

## I. Funding Opportunity Description.

### A. Program Description.

#### 1. Purpose.

The U.S. Department of Housing and Urban Development (HUD), Office of Special Needs Assistance Programs (SNAPS), in conjunction with the U.S Department of Justice (DOJ), Office of Victim Crimes (OVC), will make a \$13,500,000 available for grants to eligible organizations to implement and provide housing and trauma-informed, victim-centered services to victims of human trafficking. An additional \$1,000,000 is available under this NOFA to fund a cooperative agreement with an eligible organization that has experience providing technical assistance to current federally-funded human trafficking programs to assist customers as defined in Section I.A.4.b of this NOFA to implement the program activities to be funded available under this NOFA.

Through the funds available under this NOFA, SNAPS and OVC are promoting collaboration between Continuums of Care (CoCs) funded by HUD and organizations funded by DOJ to

address the housing and service needs of victims of human trafficking. This NOFA promotes trauma-informed, victim-centered services, including in tribal areas. Organizations awarded funds through this NOFA are expected to work with other organizations within the CoC's geographic area to train service providers on how to identify victims of human trafficking and connect these victims to appropriate housing. SNAPS and OVC plan to identify best practices for addressing this population that may assist in framing future funding opportunities for victims of human trafficking.

This NOFA contains two separate due dates to which applicants must pay attention:

**Due Date for Technical Assistance Applications: August 30, 2019 by 11:59:59 PM EDT.**

Amount of funds available under this NOFA, \$1 million.

Please Note: You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be reviewed by HUD, any applications for TA coming after the grace period without prior "rejected with errors" will be deemed ineligible.

**Due Date for Human Trafficking Program Applications: October 30, 2019 by 11:59:59 PM EDT.** Amount of funds available under this NOFA, \$13.5 million.

**a. Human Trafficking Program.** To address the needs of victims of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. 7101 et. seq.), which has been reauthorized several times. The TVPA seeks to combat "severe forms" of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

The U.S. Department of Justice (DOJ) and the U.S. Department of Housing and Urban Development (HUD) are partnering under this demonstration program NOFA to address the housing and service needs of victims of human trafficking, including both sex and labor trafficking. This NOFA places priority on funding housing and trauma-informed, victim-centered services by organizations with the capacity to implement collaborative, coordinated, and comprehensive service models while engaging appropriate local resources, to address the housing and service needs of victims of human trafficking, as defined by TVPA. In addition to providing housing with trauma-informed, victim-centered under this NOFA, program recipients will:

- expand capacity to serve victims of human trafficking who need stable housing support;
- facilitate and strengthen connections to services and housing support for victims of human trafficking;
- conduct training and public awareness activities for CoCs, Public Housing Agencies (PHAs), tribal organizations, and other stakeholders to improve their knowledge of human trafficking and ability to identify and respond appropriately to victims;
- identify performance measures and best practices to build an evidence-based process to provide strong service and housing models for victims of human trafficking;
- inform federal, state, and local frameworks and models for collaboration to meet the

- needs of victims of human trafficking;
- improve outcomes for victims of human trafficking by providing trauma-informed, victim-centered services; and
- collect data and participate in evaluation activities to determine if the program is meeting stated goals and objectives.

**b. Human Trafficking Technical Assistance.** The goal of this technical assistance is to assist recipients, and subrecipients, navigate housing and service challenges by equipping them with the knowledge, skills, tools, and capacity to provide effective administrative oversight of their award. Technical assistance will be delivered prior to recipients starting their projects to help in the planning and implementation of awarded projects and also during the execution of projects to continue to refine and improve project quality. Technical Assistance may be provided in the following cases to help recipients, and subrecipients, build capacity:

- coordination and training with the local Continuum of Care, Public Housing Agency, Tribal Entity, and other stakeholders;
- appropriate housing options for victims of human trafficking;
- trauma-informed, victim-centered services;
- development and use of a comparable database;
- data reporting, analysis, and management; and
- strategic resource allocation and removing barriers to resources for persons who are victims of human trafficking.

## **2. Changes from Previous NOFA.**

There is not a previously posted NOFA are:

In Section I.A.4.a., the definition of “Human Trafficking,” the citation was changed from “22 U.S.C. 7102(9),” to 22 U.S.C. 7102(11).

In Section VI. B.12., the word “demolish,” was added after the word lease.

## **3. Definitions.**

### **a. Standard Definitions**

**Affirmatively Furthering Fair Housing (AFFH) Regulations.** Statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act and guidance promulgated thereunder.

**Assurances.** By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

**Authorized Organization Representative (AOR)** is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

**Award**, as used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

**Catalog of Federal Domestic Assistance (CFDA)** is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

**Deficiency** is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
  - not influence how an applicant is ranked or scored versus other applicants; and
  - be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

**DUNS Number** is the nine-digit identification number assigned to a business or organization by

Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Federal Awardee Performance and Integrity Information System (FAPIIS)** is a database that has been established to track contractor misconduct and performance.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

**Historically Black Colleges and Universities (HBCUs).** -The Higher Education Act of 1965 defines historically Black colleges and universities (HBCUs) as "any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation..."

**Institution of Higher Education (IHE)**, has the meaning given at 20 U.S.C. 1001.

**Non-Federal Entity** means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient.

**Nongovernmental organizations** include Non-Federal entities and for-profit entities for the purpose of calculating indirect cost proposals accompanying applications submitted under this NOFA.

**Personally identifiable information (PII)** means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR 200.79.

**Point of Contact (POC)** is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF-424.

**Opportunity Zone** according to the IRS, is an "economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment." Opportunity Zones are further defined in 26 U.S.C. 1400Z.

**Promotores/Promotoras** are Spanish-speaking Community Health Workers who work in their

communities to reduce barriers to health services and make health care systems more responsive.

**Recipient** means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Section 3 Business Concern** means a business concern: (1) 51 percent or more owned by Section 3 residents; (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

**Section 3 Residents** means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

**Standard Form 424 (SF-424)** means the government-wide forms required to apply for Application for Federal Assistance Programs, required by discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

**Subrecipient** means a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

**System for Award Management (SAM)**, is an official website of the U.S. government. SAM is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with [Sam.gov](https://sam.gov) is required for submission of applications via Grants.gov. You can access the website at [Sam.gov](https://sam.gov) There is no cost to use SAM.

**Threshold Requirement** – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility and are listed in Section *III.D Threshold Eligibility*



*Requirements.* Similarly, there are eligibility requirements under Section III.E, *Statutory and Regulatory Requirements Affecting Eligibility*.

#### **4. Program Definitions.**

a. The following definitions apply to the program funds (housing and trauma-informed, client-centered services) available under this NOFA.

*Applicant.* The organization that applies for funds under this NOFA.

*Comparable Database.* A relational database that meets all the current Homeless Management Information System (HMIS) data standards and the minimum standards of HMIS privacy and security requirements that can produce the .csv files that HUD requires.

*Continuum of Care (CoC).* The group organized to carry out the responsibilities required under 24 CFR part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. Visit <https://www.hudexchange.info/programs/coc/> for Continuum of Care information.

*Coordinated Entry (CE).* The process through which people, including those experiencing human trafficking, can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed, and quickly connect to appropriate tailored housing, trauma-informed, client-centered services, and mainstream services within the CoC. The use of standardized assessment tools and practices used within local coordinated entry process consider the unique needs of individuals and families. When possible, the assessment provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs.

*Crisis Housing.* A type of shelter or non-permanent housing in which a victim of human trafficking may be placed, depending on the immediate need and preference of the victim:

- shelter provided on an emergency, temporary basis; or
- non-permanent housing for which the participant executes an occupancy agreement for up to 24 months and in which optional services are provided to help the program participant move into long-term housing within 24 months or less.

*Geographic Area.* An area covered by a CoC, claimed in the most recent [CoC Program Registration](#) process, where the CoC provides housing and services.

*Host Homes.* A host home is a living arrangement in which a community member allows a program participant to live in their house by providing a bedroom and access to the rest of the house while the recipient and/or subrecipient(s) provides the necessary trauma-informed, client-centered services to the participant.

*Housing First.* A model of assistance that prioritizes rapid placement and stabilization in

housing without service participation requirements or preconditions (e.g., low barrier) such as having too little or no income, active or history of substance use, having a criminal record with exceptions for state-mandated restrictions, history of victimization (e.g., domestic violence, dating violence, sexual assault, stalking, childhood abuse).

*Human Trafficking.* A victim of human trafficking is a person who has been subjected to a severe form of trafficking in person, as defined in 22 U.S.C. 7102(11):

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

*Operating Costs.* The costs of the day-to-day operation of housing in a single structure or individual housing units.

*Participant.* A victim of human trafficking, including a victim's dependent child or children, receiving assistance under this NOFA.

*Rapid Rehousing.* A type of housing assistance in which supportive services and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance are provided to assist participants to move as quickly as possible into housing and achieve stability in that housing.

*Tenant-based Rental Assistance.* Housing assistance that, subject to limitations in Section V of this NOFA, enables participants to live in housing they choose by making full or partial rent and/or security deposit payments on their behalf.

*Trauma-informed.* Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence of physical, social, and emotional impact of trauma. A trauma-informed approach recognizes the signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, organizations, and communities can be trauma-informed.

*Victim-centered.* Placing the victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

b. The following definitions apply to the technical assistance funds available under this NOFA and only pertain to the organizations that will apply for the technical assistance funds in the amount of \$1,000,000.

*Capacity Building.* Assistance that increases the ability of program recipients, and subrecipients to organize and independently implement and manage housing and trauma-informed, client-

centered services for victims of human trafficking.

*Consultant.* An individual who provides valuable and pertinent advice generally drawn from a high degree of administrative, professional, or technical knowledge or experience.

*Cooperative Agreement.* A legal instrument that provides financial assistance to the recipient to carry out a statutorily authorized public purpose and provides for substantial involvement between HUD and the recipient in carrying out the activity contemplated by the award.

*Customers.* Recipients, and subrecipients, of HUD program funding under this NOFA for which technical assistance will be provided by an awarded technical assistance organization.

*Outcomes.* Results achieved or benefits derived from technical assistance or capacity building, such as changes in customer's management or operation of program and activities related to human trafficking.

*Outputs.* Deliverables such as products and group learning opportunities that are usually quantified by number produced, number delivered, number of attendees, etc. Outputs do not measure a change in a customer's capacity or capabilities.

*Program Experience.* Program experience is defined as working directly with human trafficking organizations. The applicant must have worked directly to develop, implement, train, advise, analyze, evaluate, or manage the program area. Experience may include developing products, tools, curricula, websites or other resources for a particular human trafficking program or policy area.

*Program Knowledge.* Program knowledge is defined as substantive content knowledge of a program or policy area and an understanding of the program's rules and regulations. Program knowledge also includes knowledge of current challenges, best practices, and changes over time in the program or policy area.

*Technical Assistance (TA).* Guidance that enables HUD customers to overcome a lack of specific skills or knowledge of the associated program that results in the successful performance of and compliance with the program. TA is the transfer of skills and knowledge to organizations that may need, but do not possess, such skills and knowledge. TA includes all eligible activities listed in Section V of this NOFA.

## **5. Web Resources.**

- [Affirmatively Furthering Fair Housing Regulations](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funding Opportunities](#)

- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA webcasts](#)
- [Opportunity Zone](#)
- [Procurement of recovered materials](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
- [USA Spending](#)

## **B. Authority.**

The statutory authority for this program is 22 U.S.C. 7105(b)(2). This program is being carried out through an Inter-Agency Agreement between DOJ and HUD.

## **II. Award Information.**

### **A. Available Funds.**

Funding of up to **\$14,500,000** is available through this NOFA.

Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

The \$14,500,000 available under this NOFA will be divided as follows:

- Up to \$13,500,000 is available under the housing and trauma-informed, client-centered program activities of which HUD expects to conditionally select approximately 20 projects.
- Up to \$1,000,000 is available for a technical assistance provider that has experience working with human trafficking organizations of which HUD expects to select one organization to provide technical assistance to the anticipated 20 selected housing and services program projects.

### **B. Number of Awards.**

HUD expects to make approximately 21 awards from the funds available under this NOFA.

### **C. Minimum/Maximum Award Information.**

Estimated Total Funding:	\$14,500,000
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Minimum Award Amount:	\$500,000 Per Project Period
Maximum Award Amount:	\$1,000,000 Per Project Period

#### **D. Period of Performance.**

Estimated Project Start Date:	02/10/2020
Estimated Project End Date:	02/09/2023
Length of Project Periods:	36-month project period with three 12-month budget periods
Length of Project Periods Explanation of Other:	<p>Up to \$1,000,000 is available for conditional award for technical assistance of which one technical assistance provider will be selected. Funds must be obligated no later than September 30, 2019 and expended on eligible activities no later than September 30, 2021.</p> <p>Up to \$13,500,000 is available for conditional award for up to 20 eligible organizations that meet the eligibility requirements for the human trafficking demonstration program to provide housing and trauma-informed, client-centered activities. The minimum amount of funds awarded will be up to \$500,000 with the highest amount of funds available up to \$600,000 for 36 months.</p>

#### **E. Type of Funding Instrument.**

Funding Instrument Type:	Grant
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HUD will use a cooperative agreement as the instrument type of the selected technical assistance provider, not a grant.

#### **F. Supplementation.**

### **III. Eligibility.**

#### **A. Eligible Applicants.**

State governments  
County governments

City or township governments  
Special district governments  
Public and State controlled institutions of higher education  
Native American tribal governments (Federally recognized)  
Public housing authorities/Indian housing authorities  
Native American tribal organizations (other than Federally recognized tribal governments)  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education  
Private institutions of higher education  
For profit organizations other than small businesses  
Small businesses

**Human Trafficking Program Eligible Applicants:**

For the purposes of housing and trauma-informed, client centered services under this NOFA, of which \$13,500,000 is available, additional eligible applicants, and subrecipients, defined as other governments, e.g., town, borough, parish, village or other general purpose political subdivision of a state, territory, or federally recognized Indian tribe government. Additionally, institutions of higher education are eligible if they hold an IRS 501(c)(3) final determinate letter.

If the applicant chooses to include subrecipients, the subrecipients must meet the same eligibility requirements as the applicant. If a non-profit organization will submit the application, a copy of the IRS 501(c)(3) must be attached to this application. Additionally, if the application includes subrecipients, non-profit documentation for the subrecipients must also be attached to this application.

**Human Trafficking Technical Assistance Eligible Applicants:**

For the purposes of the technical assistance under this NOFA, of which \$1,000,000 is available, the following lists eligible applicants in addition to the eligible applicants listed above under program eligible applicants:

- Non-profits without 501(c)(3) status with IRS, other than institutions of higher education;
- Private institutions of higher education;
- Private institutions other than small businesses; and
- Small businesses.

**Lobbying, promoting, or advocating the legalization/regulation of prostitution.** The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, contributing to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subrecipients cannot use federal funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subrecipients that receive federal funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary recipient to ensure these criteria are met by its subrecipients.

## **B. Ineligible Applicants.**

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible applicants.

## **C. Cost Sharing or Matching.**

This Program requires cost sharing, matching or leveraging as described below.

Federal **funds awarded for the program (housing and services) under this NOFA** may not cover more than 75 percent of the total costs of the project. Information on match or cost sharing requirements are provided at: <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how match funds will be used. The match may be either cash or in-kind services and must be used only for allowable costs under this NOFA. The formula for calculating the match is:

Federal Award Amount = Adjusted (Total) Project Costs

Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 25 percent match requirement for a federal award amount of \$600,000, calculate:

$\$600,000 / 75 \text{ percent} = \$800,000$

$25 \text{ percent} \times \$800,000 = \$200,000$  match required

If a successful applicant's proposed match exceeds the required match amount, and HUD approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

**The Technical Assistance opportunity under this NOFA does not have a match requirement.**

## **D. Threshold Eligibility Requirements.**

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

**1. Timely Submission of Applications.** – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times.

**2. Applicant Eligibility.** Applications from applicants that do not meet the criteria described in Section III.A of this NOFA will not pass threshold review and will not be scored.

**3. Narrative Responses.** Applicants must submit narrative responses to each of the rating

factors in Section V of this NOFA. If narrative responses are not submitted, the applications will not pass threshold review and will not be scored.

### **E. Statutory and Regulatory Requirements Affecting Eligibility.**

#### **Eligibility Requirements for Applicants of HUD's Grants Programs.**

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page ([click here](#)).

[Outstanding Delinquent Federal Debts](#)

[Debarments and/or Suspensions](#)

[Pre-selection Review of Performance](#)

[Sufficiency of Financial Management System](#)

[False Statements](#)

[Mandatory Disclosure Requirement](#)

[Prohibition Against Lobbying Activities](#)

[Equal Participation of Faith-Based Organizations in HUD Programs and Activities](#)

### **F. Program-Specific Requirements Affecting Eligibility.**

**1. Human Trafficking Program Requirements.** The following information is specific to the program design only for which funds will be requested from the \$13,500,000 that is available for housing and trauma-informed, victim-centered activities. Information regarding the technical assistance requirements for which \$1,000,000 is available are located in Section III.F.2 of this NOFA.

The purpose of this NOFA is to provide funds for crisis housing, host homes, and rapid re-housing to organizations that prioritize housing and trauma-informed, victim-centered services to victims of human trafficking. Organizations awarded program funds through this NOFA must work with other organizations (e.g. homeless) throughout the CoC's geographic area to train on how to identify victims of human trafficking and to connect these victims to appropriate housing and services while ensuring confidentiality and safety. When a victim of human trafficking presents at a coordinated entry location, emergency shelter, or other location that assists persons defined as homeless, particularly under paragraph (4) of the homeless definition at 24 CFR 578.3, those locations or organizations should be able to properly assess immediate safety needs and connect the victim to appropriate housing and services. If the applicant intends to use subrecipients to provide housing or carry out other eligible activities under this NOFA, the applicant must describe the subrecipient(s) experience in providing housing and trauma-informed, victim-centered services to victims of human trafficking.

**a. Human Trafficking Priorities.** Recipients, and subrecipients, will be required to demonstrate the ability to provide housing with trauma-informed, victim-centered supportive services to promote safety for victims of human trafficking that result in self-sufficiency and stability by strategically allocating and using resources from this NOFA. This includes building and sustaining systemic responses to housing instability, as homelessness and human trafficking are inter-related risk factors. Therefore, regardless of the housing options offered by the recipient and selected by the participant, the recipient must work with the participant to develop a long-term housing plan with appropriate



services that result in a successful housing placement that can be maintained by the participant once assistance from this program terminates. Participants may initially seek assistance in a location that presents safety concerns in relation to their trafficker or may otherwise have cause to relocate such as landlord harassment; therefore, recipients or subrecipients may use funds from this NOFA to relocate participants outside the CoC's of the geographic area so long as the recipient or subrecipient is able to continue meeting the requirements of this program. Recipients, and subrecipients, under this NOFA must train and work with the local Collaborative Applicant, the CoC's coordinated entry system, and CoC organizations to provide information on how to identify and best serve victims of human trafficking and how to identify organization(s) with the capacity and experience to address the immediate and long-term needs of this population.

**b. Housing.** Housing, particularly rapid rehousing, is the primary focus of this NOFA. The following types of housing can be funded through this demonstration program: crisis housing, host homes, and rapid rehousing. Under this NOFA, applicants must be able to demonstrate their experience and any intended subrecipient(s) experience in providing housing options that result in victims of human trafficking obtaining and maintaining long-term housing. This must include how the applicant, and subrecipient(s), will address immediate housing needs that will ensure safety for participants. The three types of housing available under this NOFA are listed in this section (III.F.1.b) and must be accompanied by supportive services that are trauma-informed and victim-centered, including access to mainstream employment and other services, that will result in participants obtaining and remaining in housing once assistance with funds from this NOFA have ended. Applicants that propose to use host homes must demonstrate a history of success with this type of model and be able to describe how this type of housing will result in participants obtaining safe long-term housing.

Capital costs (i.e., new construction, acquisition, and rehabilitation) are ineligible housing costs and are not permitted under this NOFA. The recipient, and subrecipient, must ensure the housing provided under this NOFA meets housing quality standards (e.g., [HPRP Housing Habitability Standards Inspection Checklist](#)) where the units must undergo inspection to ensure compliance with HUD habitability standards before placing a participant in the unit and drawing funds to pay for assistance. When using leasing or rental assistance, the HUD paid rent cannot exceed the published [Fair Market Rent \(FMR\)](#). Eligible costs associated with housing are located in Section V.A.1 of this NOFA. Additional requirements for each of the housing types that can be funded through this demonstration program are:

(1) *Crisis Housing.* Immediate emergency shelter and short-term (up to 24 months) housing that will provide program participants with the necessary support and trauma-informed, victim-centered services that result in obtaining safe long-term housing. The crisis housing must provide low-barrier (e.g., no sobriety, treatment, or service participation requirements) access to participants, including victims of human trafficking who identify as homeless. Applicants planning to use funds for crisis housing must include how they (and any subrecipient(s) to provide crisis housing) will provide the program participant with an immediate safe place to stay that is low-barrier and provides trauma-informed, victim-centered services. When short-term housing is provided or is selected by the program participant, the recipient or subrecipient(s) must immediately begin working with the program participant to

identify goals and steps that will be taken to facilitate exit to safe long-term housing or as soon as it is safe and feasible for the program participant. Eligible costs for this type of housing are located in Section V.A.1.d of this NOFA specifically, Leasing and Rental Assistance Budget and Operating Costs.

(2) *Host Homes*. A host home is a living arrangement in which a community member allows a program participant to live in their house by providing a bedroom and access to the rest of the house while the recipient and/or subrecipient(s) provides the necessary trauma-informed, client-centered services to the participant. This type of assistance should only be proposed by applicants, or subrecipients, that have experience using this model of housing which must be demonstrated. This experience must be described in the application. For this type of housing the recipient, or subrecipient, must immediately begin working with the program participant to create goals for long-term housing and outline the necessary steps that will be taken to facilitate exit to safe long-term housing within 24 months or less. For more information on the host homes model, see the [Ending Youth Homelessness Guidebook Series: Promising Program Models](#). Eligible costs for this type of housing are located in Section V.A.1.d of this NOFA specifically, Leasing and Rental Assistance Budget which must be pro-rated based on the space that will be used by the participant, e.g., if the recipient, or subrecipient, working with a community member may reimburse the community member leasing or rental assistance based on the published FMR for a SRO unit which is 75 percent of the costs for an efficiency unit.

(3) *Rapid Rehousing*. Provides housing for participants where the recipient, or subrecipient(s), pays the full rent for the program participant at the beginning of the assistance period and then begins to gradually reduce the rent paid as the program participant obtains income either through employment and/or benefits (e.g. Social Security Disability(SSDI) food stamps) with the goal of being able to maintain the housing on their own without program assistance. For this type of housing, if the program participant is unable to sign a lease due to poor or insufficient credit and/or rental history, the recipient, or subrecipient, may sign the initial lease with the landlord. Once the participant has gained sufficient income to pay rent on their own, the recipient must work with the landlord to have the lease transferred to the participant.

(a) The recipient, or subrecipient, must assist participants to identify housing where grant funds can pay the full rent for up to a maximum of 24-months by which time, the program participant must begin paying a portion of the rent, or all of the rent, thus maintaining housing on their own. The total rental assistance per program participant cannot exceed 24-months.

(b) Once the program participant is placed in rapid rehousing:

i. The recipient, or subrecipient, must develop a written agreement for each participant that will outline how rent payments are to be made timely each month to the landlord from the beginning through the end of the assistance period. This written process must set benchmarks at certain time periods (e.g., quarterly) to determine the participant's ability to pay a portion of the rent based on income and to set additional benchmarks that will provide a

graduated timeframe for the participant to pay more rent until the participant is able to pay the full rent.

ii. The recipient, or subrecipient, must assist the participant to obtain the necessary income, either through employment and/or mainstream benefits, that will enable the participant to take on the financial responsibility for paying rent.

The recipient, or subrecipient, may set a maximum amount or percentage of rental assistance that a participant may receive, a maximum number of months that a program participant may receive assistance, and/or a maximum number of times that a program participant may receive rental assistance. The recipient, or subrecipient, may also require program participants to share in the cost of rent. For purposes of calculating rent for rapid rehousing, the rent shall equal the sum of the total monthly rent for the unit and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone/cellphone) established by the Public Housing Authority (PHA) for the area in which the housing is located.

**c. Supportive Services.** HUD strongly encourages projects to leverage those supportive services that may already exist in the community, including services for trafficking victims funded by other federal agencies. However, the following costs of supportive services may be funded under this program and applicants may request funding for the services through the project application under this NOFA. These services must be trauma-informed, victim-centered and used in conjunction with shelter or housing to assist program participants in obtaining and maintaining housing while overcoming the trauma of human trafficking. The services offered and provided must also be tailored to address not only adults, but children and youth as well, who are victims of human trafficking and should include a plan for family reunification, where appropriate.

Funds from this program may be used to provide trauma-informed, client-centered services for victims of human trafficking who are currently residing in CoC Program-funded housing. To do so, the application must include specific information on the organization(s) that will provide the housing and include a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) as an attachment to the application that outlines the type of housing that is being used by the organization for victims of human trafficking and how this documentation will be provided and maintained in a confidential manner that ensures supportive services funds from this program are assisting only those persons who are severe victims of human trafficking as defined in 22 U.S.C. 7102(9).

(1) *Assessment of Service Needs.* The costs of assessing housing and services needs for program participants to ensure that the appropriate types of housing and trauma-informed, victim-centered services are provided that will yield successful outcomes with the goal of creating a self-sustaining lifestyle.

(2) *Housing Search and Counseling.* The costs of assisting program participants in locating, obtaining, and retaining suitable housing including tenant counseling (e.g., being responsible for rent as provided in the lease); assisting program participants in understanding the language in leases and their responsibilities; additional assistance needed to locate and secure accessible housing that meets the accessibility need of program participants; locating housing that is close proximity to accessible

transportation; other service or medical providers; securing utilities; and making moving arrangements.

(3) *Assistance with Moving Costs and Relocation.* The cost of rental of a truck or hiring a moving company.

(4) *Case Management and Counseling.* The costs associated with assessing, arranging, coordinating, and monitoring the delivery of individualized trauma-informed, victim-centered services to meet the needs of program participants may include, but are not limited to:

- (a) providing ongoing risk assessment and safety planning; and
- (b) developing an individualized housing and trauma-informed, victim-centered service plan that results in participants obtaining and remaining in housing.

(5) *Childcare Services.* The costs of providing licensed childcare for program participants who have children under the age of 13, or disabled children under the age of 18.

(6) *Education Services.* The costs associated with improving knowledge and basic educational skills that include instruction or training in education, health education, literacy, English as a Second Language (ESL), and General Educational Development (GED).

(7) *Employment Assistance and Job Training.* The costs associated with classroom, online and computer instruction, on-the-job training, services that assist program participants in securing employment, acquiring learning skills, and increasing potential income. Included in this category is providing reasonable support for learning skills that includes those skills that can be used to secure and retain employment, including obtaining vocational licenses or certificates, and costs associated with the purchase of uniforms and appropriate work-place clothing. HUD encourages, where available, recipients and subrecipients to utilize their own, or other local organizations', clothing banks that accept donated and clean professional clothing for distribution to participants to ensure they have proper work-place attire.

(8) *Legal Services.* Eligible fees charged by qualified legal service organizations for advice and representation in matters that interfere with program participant's ability to obtain and remain in housing. Legal services provided should be comprehensive and holistic, addressing the range of legal issues associated with victimization and should include, but are not limited to:

- (a) immigrant assistance (e.g., obtaining a T visa);
- (b) assistance with civil legal remedies such as family law (e.g., custody, child support, emancipation);
- (c) protective orders;
- (d) employment laws (e.g., wage and hour claims);
- (e) public benefits access;
- (f) enforcement of crime victims' rights;

(g) counseling on vacatur or expungement of any conviction for a non-violent crime that is a direct result of being a trafficking victim; and

(h) general advocacy and assistance on matters that arise as a result of the human trafficking victimization.

Applicants cannot use these funds for criminal defense or to take a position in court adverse to the Federal government.

(9) *Food*. The costs of providing meals or groceries to program participants.

(10) *Mental Health Services*. The eligible costs include the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Services include crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address the unique needs of a participant.

(11) *Outpatient Health Services*. The eligible costs are direct outpatient treatment of medical conditions when provided by licensed medical professionals include: providing an analysis or assessment of a participant's health problems and the development of a treatment plan; assisting participants in understanding their health needs; providing directly or assisting participants in obtaining and utilizing appropriate medical treatment; preventative medical care and health maintenance services, including emergency medical services; provision of appropriate medication; providing follow-up services; and prevention and non-cosmetic dental care. This should also include confidential access to HIV/STI testing, follow-up, and connection to care services.

(12) *Outreach Services*. The costs of activities to provide immediate support and intervention and identify eligible program participants. The costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.

(13) *Substance Abuse Treatment*. The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

(14) *Transportation*. Eligible costs include: (i) the costs of program participant's travel on public transportation, other accessible transportation, or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other services eligible under this section; (ii) mileage allowance for staff to visit program participants and to carry out housing quality inspections; (iii) the cost of purchasing or leasing a vehicle for the organization in which staff transports program participants and/or staff serving program participants; (iv) the cost of gas, insurance, taxes, and maintenance for the organization owned vehicle; and (v) the costs of recipient or subrecipient staff to accompany or assist program participants in utilizing public transportation.

**d. Other Assistance.** Costs of trauma-informed, victim-centered assistance that is proposed

by the applicant in its application and approved by HUD such as:

- (a) cell phones for participant use that will be transferred to the participant upon exit from this program;
- (b) security measures such as a security system (e.g., Ring) for scattered site locations and/or project-based sites;
- (c) furniture (use of local furniture banks or organizations that collect and distribute furniture is recommended, e.g.; St. Vincent de Paul usually picks up furniture from the household donating and delivers same day to the program participant);
- (d) household items (e.g., linens, kitchen items);
- (e) crisis intervention;
- (f) trauma and family therapy; and
- (g) prevention activities related to housing (e.g.; prevent participant from being evicted).

**e. Develop a Community-wide Plan.** Applicants should consult with survivors, advocates, social services providers, and other organizations with experience in working with human trafficking populations to demonstrate the need for this specialized program in their CoC's geographic area; or if located in a tribal area, with organizations in and around the tribal area where housing and services will be provided. This program also requires interaction, through training and consultation, with the local CoC, or tribal area, to help organizations that receive CoC Program funding to recognize the signs and identify victims of human trafficking, understand their specialized needs, and refer victims of human trafficking to appropriate housing and trauma-informed, victim-centered service providers. Therefore, if a victim of human trafficking presents at the CoC's coordinated entry location or reaches out to the CoC's coordinated entry via phone or email, the persons at the coordinated entry location should have the necessary tools and resources available to direct the victim of human trafficking to organization(s) that are best suited to meet their housing and service needs while maintaining safety and confidentiality for the participant and are in line with the community-wide plan that is developed as a result of funding received under this NOFA.

(1) Housing, particularly rapid rehousing, is the primary focus of this NOFA. While the goal is to quickly provide long-term housing, for some participants the use of crisis housing and host homes housing may be the best option with the goal of establishing participants in long-term sustainable housing. Recipients and subrecipients who receive funding under this NOFA must work with participants to determine the type of housing that will ensure the safety and confidentiality of participants while working with them to determine the type of housing that will best meet their needs. If crisis housing or a host home is the preferred housing choice to meet the immediate housing needs of the participants, the recipient or subrecipient must work with the participants to identify longer term housing (e.g., long-term housing) as soon as it is safe and feasible for the participant, while providing the necessary case management and services that will ensure success once long-term housing is identified.

Rapid rehousing is the preferred housing choice under this NOFA in which participants are quickly assessed and placed in a rapid rehousing unit with case management and trauma-informed, victim-centered services that are tailored to meet the participant's needs. Under this type of housing, the recipient, or subrecipient, must work with the program participant to identify safe and affordable housing that the participant will be able to maintain once rental assistance ends. For this type of housing to be successful, the recipient or subrecipient and participant will need to work together to determine the best location for the housing that will ensure safety and that is easily accessed by the recipient or subrecipient to deliver case management services while also being near to, or makes allowances for, easy access to mainstream resources, education (if needed), and employment opportunities.

(2) Applicants must include a plan to ensure case management is offered for all victims of human trafficking seeking housing and trauma-informed, victim-centered services under this program. Case management may be provided by the recipient or subrecipient of these grant funds or with a partner organization or program, e.g., case management provided by a CoC Program-funded project or other organization within the CoC's geographic area. Case management should ensure the provision of trauma-informed, victim-centered services that meet victims where they are and assist in making informed choices for housing and services while addressing the trauma of victimization due to human trafficking. Case management is expected to include an assessment of participant needs, development of individualized service plans, assessment of eligibility for mainstream resources (e.g., food stamps, SSI, TANF, Workforce) and assistance in obtaining the mainstream resources, safety planning, assistance with crime victim compensation claims when possible, and general information and referral. Recipients and subrecipients that receive funding under this NOFA will also be required to keep documentation of services provided and conduct routine follow-up with participants to ensure that their needs continue to be met and adjust services as needed.

(3) Applicants must ensure that victim advocacy and information about crime victims' rights and services are provided. This may include coordinating with the Federal Bureau of Investigation (FBI), U.S. Immigration and Customs Enforcement (ICE), and U.S. Attorney's Office (AG) victim/witness coordinators; victim/witness staff in district attorney's offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.

(4) Specialized services should be implemented in coordination with existing community resources. To the extent possible, specialized service providers should assess the needs of each participant and make referrals to connect them with other service providers within the community to ensure that all of their needs are met,

including shelter and housing needs. Collaborations that yield culturally and linguistically appropriate interventions and services to those with disabilities and functional needs are encouraged. Survivors of sex and labor trafficking may have service needs that differ from those of other vulnerable populations. This may be due to complex trauma, fear of retaliation or violence from people in the community, lack of immigration status, lack of access to identification (e.g., birth certificates), health needs, including those related to HIV or chronic diseases, or a criminal record related to the trafficking to which they were subjected. Common services needed for trafficked persons may include civil, criminal, and immigration legal services, acute and long-term mental health counseling, victim advocacy, ongoing safety planning, substance use treatment, short and long-term medical care, intensive case management, educational resources, skills development and job training, health insurance and benefits assistance, and family reunification. Once participants are housed, some may identify a need for intensive long-term support and others will want only short-term supports. Assistance should be tailored to the survivor's self-identified needs and goals.

**f. Goals and Objectives.** The primary goal of this program is to provide long-term housing and appropriate trauma-informed, victim-centered services by organizations with the capacity to implement collaborative, coordinated, and comprehensive services models while engaging appropriate local resources, to address the housing and service needs of victims of human trafficking that will lead to increased autonomy and self-sufficiency as well as increased safety and well-being that includes.

- (1) collaboration with local CoC or tribal areas (e.g., housing and service providers, community and faith-based) and federal, state, and local law enforcement to ensure trafficking victims are properly identified and referred for appropriate housing and services;
- (2) identify victims of human trafficking and connect them to appropriate safe housing and trauma-informed, victim-centered services;
- (3) expand capacity to serve victims of human trafficking who need stable housing support;
- (4) facilitate and strengthen connections to services and housing support for victims of human trafficking;
- (5) conduct training and public awareness activities for CoCs and tribal areas to improve their knowledge of human trafficking and ability to identify and respond appropriately to victims;
- (6) identify performance measures and best practice to build an evidence-based process to provide strong service and housing models for victims of human trafficking;
- (7) inform federal, state, and local frameworks and models for collaboration to meet the needs of victims of human trafficking;
- (8) improve outcomes for victims of human trafficking by providing trauma-informed, victim-centered services; and
- (9) collect data and participate in evaluation activities to determine if the program is



meeting stated goals and objectives.

Funds awarded through this NOFA are not intended to provide long-term housing support for human trafficking victims.

Applicants must demonstrate a coordinated, community-wide approach that will be used to leverage various local, state, and federal resources for the specialized services identified through this program. Application proposals should fill gaps in existing housing and service needs. Funds from this program may be used to provide trauma-informed, victim-centered services for victims of human trafficking who are currently residing in CoC Program-funded housing. To do so, the application must include specific information on the organization(s) that will provide the housing and include a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) as an attachment to the application that outlines the type of housing that is being used by the organization for victims of human trafficking and how this documentation will be provided and maintained in a confidential manner that ensures supportive services funds from this program are assisting only those persons who are severe victims of human trafficking as defined in 22 U.S.C. 7102(9).

**g. Eligible Participants.** Eligible participants are victims of severe forms of human trafficking in persons as defined in 22 U.S.C. 7102(11) and their dependent children. Eligible participants include:

- (1) U.S. citizens; and
- (2) lawful permanent residents, adults and minors. Persons who are defined as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 and are victims of human trafficking are eligible; and
- (3) foreign national victims (minors and adults).

**h. Coordination with Law Enforcement.** Applicants are encouraged to assist participants above the age of 18 in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for communities while supporting the healing of victims. Minors, under the age of 18, whether U.S. citizens or foreign nationals should be encouraged to comply with reasonable requests for assisting law enforcement, if possible, with the understanding that the extent of reasonable cooperation depends on age, trauma, and maturity of the victim. To this end, projects are encouraged to develop a process by which participants feel safe speaking to and working with law enforcement which may include a victim's advocate, present during investigation interviews. Additionally, if working with law enforcement may pose a threat to the participant due to the traffickers' proximity, projects may consider relocating the participant to another location that will continue to offer safety and secure housing and services.

**2. Requirements for Technical Assistance Applicants.** The following information is specific for the technical assistance portion only for which \$1,000,000 is available for technical assistance activities. Only one technical assistance provider will be selected. Information regarding the program activities for housing and trauma-informed, victim-centered requirements for which \$13,500,000 is available are located in Section III.F.1 of this NOFA.

The requirements below pertain to organizations that intend to apply for the \$1,000,000 available for technical assistance. In addition to the information below, the successful applicant must have knowledge and have worked with or are working with other organizations that provide assistance in the human trafficking arena. Additionally, while these funds are available through HUD, the successful applicant should also have working knowledge of DOJ and HHS activities as it relates to human trafficking.

- a. The maximum total points for a technical assistance application is 100. The minimum total points for an application to be considered for funding is 75.
- b. While there is no penalty to applicants demonstrating experience within a specific region, successful applicants may be deployed across the United States and its insular areas as HUD deems necessary.
- c. Successful applicants must comply with all applicable program statutes, regulations, policies, and award provisions.
- d. Successful applicants will be required to provide information on the results, impacts, and outcomes of the capacity building and TA activities to HUD that be shared with DOJ and HHS.
- e. Availability of stated capacity throughout the duration of the period of performance. If awarded funds, the recipient must:
  - (1) actively maintain staff/consultants/contractors that have the knowledge and experience described in the application submitted to HUD; and
  - (2) not decline or delay assignments or fail to deliver acceptable technical assistance or successfully complete activities in the stated areas of knowledge and expertise.
- f. Successful applicants may be required to obtain the necessary facility or tools to successfully deliver technical assistance (e.g., HUD field office training rooms, webcam for remote trainings).
- g. Successful applications must obtain access to relevant HUD systems and other HUD tools to assist in the management of award requirements.

#### **G. Criteria for Beneficiaries.**

### **IV. Application and Submission Information.**

#### **A. Obtaining an Application Package.**

##### **Instructions for Applicants.**

You must download both the Application Instruction and the Application Package from

Grants.gov. You must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver sent 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Sherri L. Boyd  
Email: [Sherri.L.Boyd@hud.gov](mailto:Sherri.L.Boyd@hud.gov)  
Office of Special Needs Assistance  
451 7th Street, SW  
Washington , DC 20410

## **B. Content and Form of Application Submission.**

You must verify that boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

### **1. Content.**

Forms for your package include the forms outlined below:

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
Standard Form	Submit via grants.gov as part of the application package.	This form is

424 (SF424 Application for Federal Assistance)		required for all applicants. Box 18.a of the SF424 must include the total amount of funds that are requested in the application.
Code of Conduct	Applicants must visit <a href="https://www.hud.gov/program_of_fices/spm/gmomgmt/grantsinfo/conduct">https://www.hud.gov/program_of_fices/spm/gmomgmt/grantsinfo/conduct</a> to confirm they are listed as having a valid Code of Conduct on file. If an application's organization is not listed, it must submit its Code of Conduct, ensuring it meets all requirements listed on HUD's website with its application and submitted via <a href="https://www.hud.gov/grants.gov">grants.gov</a> .	All applicants must have an approved Code of Conduct and appear on HUD's Code of Conduct page on the HUD website. If your organization's name does not appear on HUD's Code of Conduct page on HUD's website, you must submit your organizations Code of Conduct for review with this application.
Disclosure of Lobbying Activities (SF-LLL), if applicable	Submit via grants.gov as part of the application package.	Submission of the SF-LLL is required under 24 CFR part 87 for any applicants that have used or intend to use funds other than federally-appropriated

		<p>funds for lobbying activities, including state-recognized tribes. Federally-recognized Indian Tribes applying for funding under this NOFA are not required to submit this form.</p>
<p>HUD 2880 Applicant/Recipient Disclosure/Update Report</p>	<p>Submit via grants.gov as part of the application package.</p>	<p>This form is required for all applicants. Note that (1) Applicant/Recipient refers to the organization that receives the grant agreement from HUD (does not include subrecipients), and (2) the HUD-2880 is required to be completed and signed each year and must indicate initial report for this application. An applicant cannot resubmit a form from a previous year.</p>
<p>Certification for a Drug-Free</p>	<p>Submit via grants.gov as part of the application package.</p>	<p>This form is required for all</p>

Workplace (HUD-50070)		applicants who must follow the instructions provided in the form.
Financial Management and Internals Control Questionnaire	Applicants, and subrecipients, must complete and attach the Financial Capability Form (OMB No. 1121-0329. expires 11/30/2020). <a href="https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf">https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf</a>	This form is required for all applicants, and subrecipient(s) and must be attached to the application package.
Lobbying Form Certification	Submit via grants.gov as part of the application package.	The Lobbying Form certification must be submitted by all applicants who are requesting more than \$100,000 in this NOFA; as the minimum award for this NOFA is \$500,000, all applicants must submit the Lobbying Form. The Lobbying Form certification can be found in the NOFA application kit on grants.gov. If you are not required by 24 CFR part 87 to submit an SF-LLL, you must still submit a Lobbying Form

		certification. This includes state-recognized Tribes. The only exception to this requirement is Federally-recognized Indian Tribes applying for funding under this NOFA as they are not required to submit this form.
Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunities for Applicants), if applicable.	Submit via grants.gov with the application as part of an appendix or as a separate document.	Nonprofit private organizations, not including private universities, are encouraged to submit the survey with the application; however this is not a submission requirement, it is voluntary.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The

		form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.
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Additionally, your complete application must include the following narratives and non-form attachments.

- Application summary
- Narrative responses to each of the applicable rating factors applicable to the application for which funding is requested as outlined:
  - Human Trafficking Program as outlined in Section III.F.1 of this NOFA; or
  - Human Trafficking Technical Assistance as outlined in Section III.F.2 of this NOFA.
- Indirect Cost Rate attachment (see section IV.F of this NOFA).

**Disclosure of Process Related to Executive Compensation.** An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

**Financial Capability.** Each applicant nonprofit organization must state at the time of its application whether or not the applicant entity believes (or asserts) that it currently satisfied the requirements of 26 CFR 53.4958-6 (which relates to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities). A nonprofit organization that states in the [Financial Management and System of Internal Controls Questionnaire](#) that it believes (or asserts) that it has satisfied the requirements of 26 CFR 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (i.e., covered persons). At a minimum, the disclosure must describe in pertinent detail:

1. the composition of the body that reviews and approves compensation arrangements for



- covered persons;
2. the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person;
  3. the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and
  4. the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation. Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

## **2. Format and Form.**

Narratives and other attachments to your application must follow the following format guidelines.

The application will be comprised of narrative exhibits and required attachments. The narratives will respond to thresholds, rating factors, and other criteria in the NOFA as indicated below.

**Applicants should number their narrative responses to correspond to the numbering in Section V.A.** The narrative will be a maximum of 30 pages and needs to comply with the following format:

- Double-space your narrative exhibit pages. Single-spaced pages will be counted as two pages;
- Use 8-1/2 x 11-inch paper;
- All margins should be approximately one inch. If any margin is smaller than 1/2 inch, the page will be counted as two pages;
- Use 12-point, Times New Roman font;
- Any pages marked as sub-pages (e.g., with numbers and letters such as 25A, 25B, 25C), will be treated as separate pages;
- If a section is not applicable, indicate ?N/A? so that there is a clear indication to HUD (do not just leave the section blank);
- No more than one page of text may be placed on one sheet of paper; i.e., you may not shrink pages to get two or more on a page. Shrunk pages, or pages where a minimized/reduced font are used, will be counted as multiple pages;
- Do not format your narrative exhibits in columns. Pages with text in columns will be counted as two pages;
- Any tables included in the narrative exhibits of the application must also be double spaced

or they will be counted twice;

All pages should be numbered. HUD recommends that applicants consecutively number the pages of the Attachments section to ensure proper assembly of their application if printed.

Attachments will not count toward the 30-page maximum.

There is no minimum length required for narratives. However, HUD will review only the first 30 pages of narrative (not including required attachments). **Any responses after 30 pages will not be considered for scoring for this competition.**

### **C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.**

#### **1. SAM Registration Requirement.**

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

#### **2. DUNS Number Requirement.**

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from [Dun & Bradstreet](#).

#### **3. Requirement to Register with Grants.gov.**

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

### **D. Application Submission Dates and Times.**

The application deadline is 11:59:59 p.m. Eastern time on **10/30/2019**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and time-stamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**PLEASE NOTE:** Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **1. Amending or Resubmitting an Application.**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

### **2. Grace Period for Grants.gov Submissions.**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

### **4. Corrections to Deficient Applications.**

HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify information submitted prior to the deadline. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance

with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

**5. Authoritative Versions of HUD NOFAs.** The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

**6. Exemptions.** Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

#### **E. Intergovernmental Review.**

This program is subject to Executive Order 12372, Intergovernmental Review of Federal Programs. Executive Order 12372 allows each state to designate an entity to perform a state review function. To determine if your state has designated a State Point of Contact (SPOC), please see the [SPOC List at OMB](#). States not listed on the website have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if that person/office is interested in reviewing your application before you submit it to HUD.

#### **F. Funding Restrictions.**

HUD will not reimburse a recipient for costs incurred for this program prior to grant agreement execution. Further, funds from this grant may not be used for international activities such as phone calls, travel, etc. All funds must be expended on eligible activities that occur in the United States and its territories.

## Indirect Cost Rate.

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.

If your department or agency unit receives no more than \$35 million in direct federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal.

Alternatively, if your department or agency unit receives no more than \$35 million in direct federal funding per year and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

## **G. Other Submission Requirements.**

### **1. Application Certifications and Assurances.**

By signing the forms in the SF-424 either through electronic submission or in paper copy

submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

## **2. Lead Based Paint Requirements.**

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, applicants must inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

## **V. Application Review Information.**

### **A. Review Criteria.**

#### **1. Rating Factors.**

The rating factors are divided into two categories:

- Human Trafficking Program category that includes experience with human trafficking, coordination, housing, supportive services, and budgets for a combined total of 100 points; and
- Technical Assistance category specifically for those organizations that have experience working with human trafficking programs to provide technical assistance to the organizations that are awarded funds from the program portion of this NOFA.

## **Human Trafficking Program**

HUD will assess project applications based on the rating factors below that must incorporate applicants', and subrecipients' if included, knowledge and experience addressing the needs of victims of human trafficking. As stated previously in this NOFA, safe housing with appropriate trauma-informed, victim-centered supportive services, connections to public benefits (mainstream resources), and income through employment can provide the stability needed to allow victims of human trafficking to exit their trafficking situations. The narrative information provided for experience with housing, supportive services, and coordination should closely align with budget forms that will allow HUD to assess the funding request, ensuring funding from this NOFA will address housing and service needs for participants. Additionally, if the applicant, and subrecipients, will help youth and foreign nationals, narratives should address these populations and include the proposed resolution to address their unique needs such as access to legal assistance to obtain the necessary documentation that will permit the participants access to safe housing and resources for long-term stability. Applicants should describe data or research in relation to human trafficking victims in the United States that specifically addresses the availability of existing resources, housing and services, in the selected area, and/or current gaps in housing and service provisions related to human trafficking victims. Applicants may use qualitative and quantitative data to describe the problem. Applicants should identify the source of any data or evidence cited in this application.

Applicants should include information regarding other open awards of federal and state funds (including programs supported by the Victims of Crime Act (VOCA) victim assistance funds) that are currently being or will be used, in whole or part, for one or more of the identified cost items outlined within the application. Applicants with current federal or state funds for housing victims of human trafficking must demonstrate how the new proposal for funds will fill the gaps in housing and services not previously addressed by the existing funds or allows an increase in the number of participants served through this NOFA.

The criteria in this section references the term "applicants," and "subrecipients." Applicants for this funding are not required to include subrecipients; however, for an applicant that intends to include subrecipients in the delivery of housing and services, the narrative and any required attachments should include how subrecipients will adhere to the requirements of funding under this NOFA and how the recipient will monitor subrecipients for compliance. An applicant that is awarded funds for this program will be required to ensure subrecipients are eligible (e.g., include nonprofit documentation) as outlined in Section III.A. of this NOFA and ensure subrecipients adhere to the requirements, including reporting and evaluation, of this program.

## **Human Trafficking Technical Assistance**

The rating factors for applicants applying for the technical assistance funds are included below under the Technical Assistance Applicants ONLY heading. The applicant that is awarded funding under this NOFA for technical assistance must actively maintain staff/consultants/contractors throughout the period of performance of the cooperative agreement that have knowledge and experience working with organizations that assists victims of human trafficking.

The minimum overall score for the technical assistance application to be considered for conditional award is 75; however, if no eligible applicants score at least 75 points, HUD may



award funds to an applicant scoring below 75 points.

**a. Experience with Trafficking**

**Maximum Points: 25**

*Project Design and Implementation Plan.* Up to 10 points will be awarded to applicants that describe how the applicant, and subrecipient(s), will address the challenges presented for victims of human trafficking that includes addressing the goals, objectives, and deliverables detailed Section III.F.5. of this NOFA. This plan must include how the applicant, and any subrecipient(s), will work closely with organizations that have experience with human trafficking (or if the applicant has experience this should be included) to ensure eligible participants are appropriately assessed for this program that will ensure safety and trauma-informed care, as well as how to address legal issues to ensure participants are not further victimized. Descriptions must include how applicants, and subrecipients, will effectively increase the capacity of existing housing and service providers to house and serve victims of human trafficking. The project design must specifically address how the applicant, and subrecipient(s), will conduct proactive outreach to all current recipients of human trafficking funds from DOJ and Health and Human Services that are located in the applicant's service area. See the following websites for a list of organizations that may exist in the CoC's geographic or surrounding area:

- Department of Justice, Office of Victim Crimes: <https://ovc.ncjrs.gov/humantrafficking/traffickingmatrix.html>; and;
- Health and Human Services, Office on Trafficking in Persons: <https://www.acf.hhs.gov/otip/grants>.

Up to 5 points will be awarded based on how the plan includes in-depth consultations or on-site training to selected recipients, and subrecipients, as well as working with the local CoC organizations to provide training on how to identify victims of human trafficking and direct them towards appropriate organizations that can provide the necessary immediate care and begin working towards a plan to provide housing and trauma-informed services. Applicants must state in the plan for how they will deliver targeted training to key stakeholder groups for their proposed area (e.g., CoCs, non-trafficking organizations). The plan must also describe the activities that will be undertaken with estimated dates the project will begin operating if selected for award, including dates relevant for subrecipient(s) activities if subrecipient(s) are included in the application (as a separate attachment that does not count against the program narrative page restrictions). Finally, if a subrecipient(s) will be included to provide housing and/or services activities, the applicant must include a proposed subrecipient agreement that will outline the responsibilities between the applicant and subrecipient that includes at a minimum:

- how funds will be provided to the subrecipient for housing and services;
- how the subrecipient will submit invoicing;
- estimated number of participants that will be served; and
- the housing type(s) that will be provided with the average cost.

*Capabilities and Competencies.* Up to 10 points will be awarded to applicants that describe their experience, or that of the subrecipient(s), in addressing the needs of victims of human

trafficking for the selected geographic area and describe the experience of staff who will work directly with participants (e.g., case managers, housing counselors, coordinated entry).

Applicants should provide position descriptions (this does not include a posted job listing) for all positions and résumés as a separate attachment (position descriptions and resumes will not count against the program narrative page restrictions and must not include Personally Identifying Information (PII) such as Social Security Numbers (SSN)). Applicants should describe their access to housing, resources, facilities, and equipment necessary to carry out the planned activities described in Section III.F of this NOFA and their experience and capacity to manage federal grant awards. Applicants must demonstrate knowledge of the full range of housing options for survivors of all forms of human trafficking and demonstrate knowledge of the full range of trauma-informed, client-centered services (e.g., mental and physical health, legal, case management, life skills) that will be delivered to participants in a compassionate manner.

<b>b. Coordination</b>	<b>Maximum Points: 20</b>
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Up to 10 points will be awarded to applicants that describe how they will coordinate and work closely with victims of human trafficking organizations within the CoC's geographic area, and tribal area, if included. This should include conversations, meetings, and training for staff throughout the area to provide trauma-informed, victim-centered care, working with participants to address their unique needs for safety, security, and confidentiality when addressing housing and service needs. Information regarding coordination should also include how federal, state, and local law enforcement may be included in the process, particularly when working with the legal system, to include how participants will be provided representation that is compassionate and provides the necessary assurances of safety. The narrative must also include the proposed plan for steps that will be taken to provide relocation, if needed, that includes working with other organizations in the event a participant needs, or requests, to be relocated due to harassment by the trafficker or landlord, if the housing type selected does not meet participant needs, or the participant does not feel safe or secure. The plan must include a process for developing a written agreement that includes continued delivery of appropriate services as provided in Section III.F.3. of this NOFA.

Up to 5 points will be awarded to applicants that include a written plan to address how victims of human trafficking will be assisted at a CoC's coordinated entry location(s), that at a minimum, includes the following:

- identify the participant as a victim of human trafficking;
- determine the organization that will best address participant needs for housing and trauma-informed, victim-centered services; and
- ensure the participant is not further victimized by this process as much as possible, e.g., offering trauma-informed, client-centered care and not placing the participant in or near the location of the trafficker.

The applicant's proposed written plan, which must include CoC coordination and input, must be attached to this application for review. While the attached written plan will not count toward the 30-page limit, this attachment cannot exceed 5 pages. If a plan is submitted that exceeds 5 pages, HUD will only review pages 1 through 5.

To facilitate coordination, meetings should be established on a quarterly basis, at the

minimum, to discuss and address human trafficking in the geographic area, and should include law enforcement, human trafficking victim advocates, case managers working with participants under this program, housing organizations that are or will provide housing, CoC representative(s), etc. These meetings should include discussions on what is working well, what adjustments may be needed to the project, and how participants are adapting in this program, ensuring identifying information of participants is not disclosed.

Up to 5 points will be awarded to applicants, and subrecipient(s), that request funds from this NOFA that include letters of support from human trafficking providers, or if there are no human trafficking providers in the CoC, support from a national advocacy group or state coalition. These support letters are not part of the 30-page count but should not exceed 10 pages.

c. Housing	Maximum Points: 30
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Applicants must describe the type(s) of housing supported with funds from this grant that is being proposed in the application and include how victims of human trafficking will ultimately obtain and maintain housing. The application may include a mix of housing options (e.g., host homes, rapid re-housing) and must estimate how many units or, in the case of host homes, estimate how many homes, are expected to be funded under this grant. The narrative must include the steps that will be taken to ensure housing provides safety while maintaining participant confidentiality. Up to 10 points are available for the description of the proposed housing plan that will ultimately result in the retention of housing with the following information included in the response:

- how participants will be assessed for housing that fits their immediate needs (i.e., crisis housing, host homes, rapid re-housing);
- steps that will be taken to ensure security, safety, and affordability for the participant, especially once housing assistance ends;
- how participants will be transitioned from one type of housing to another if the initial housing assessment is not appropriate, or housing needs change (e.g., reunification with children);
- should relocation be necessary due to trafficker and/or landlord harassment, housing model does not meet participants needs, or the participant does not feel safe or secure, how this action will be facilitated by the recipient, or subrecipient, to another location that will ensure the participant will continue to receive the necessary housing support and trauma-informed, client-centered services; and
- steps to ensure that once housing assistance ends from this program the participant will have:
  - the necessary resources (i.e., mainstream resources) and income to retain housing on a long-term basis,
  - a list of resources for ongoing support (e.g., counseling) to ensure continued success in housing.

Additionally, up to 10 points are available based on the narrative's inclusion of a process by which a participant may be assessed for longer-term assistance, if needed, especially if, in addition to the trauma of victimization, an individual has a disability or another characteristic or lived experience which results in specific barriers or vulnerabilities that may prevent or

present additional challenges for the participant from being able to independently maintain housing. In this case, with the assistance of the local CoC's coordinated entry, it may be determined that the best fit for housing and service needs reside with a HUD-funded CoC Program organization. Most victims of human trafficking may be eligible for assistance under paragraph (4) of the homeless definition in the CoC Program, see 24 CFR 578.3.

Finally, if the applicant only intends to request supportive services under this NOFA with housing being provided by other partner organization(s), an MOU from the partner organization must be attached to this application and include the following information for each organization that will provide housing, including the type of housing that will be provided (this attachment will not count toward the 30-page limit, but should not exceed 10 pages):

- organization(s) name;
- type of housing that will be provided (more than one type may be included):
  - Crisis housing
  - Host homes
  - Rapid Re-housing
- total number of beds and units for each type of housing chosen that will be utilized over the length of the funding period;
- if housing is being provided as part of the match requirement, the value of housing and how this value is estimated;
- how participant safety and confidentiality will be addressed and maintained;
- how supportive services, legal assistance, etc. will be coordinated with the housing organization(s) and how often; and
- the reporting method that will be utilized between the partner organization(s) and the recipient of these funds:
  - how often;
  - type of reporting;
  - number of beds and units utilized;
  - recommendation of possible housing adjustments between the partner organization(s) and the recipient.

**Crisis Housing and Host Homes.** If the application proposes to use this type of housing, up to 5 points are available for a plan that describes how participants will be assessed for long-term housing, addresses their needs and outlines the steps that will be taken with a proposed timeline for obtaining housing. The proposed plan should be realistic and take into consideration that no two participants are the same. Some participants may need longer stays in this type of housing than others, but no stay may be more than 24 months.

**Rapid Re-housing.** As the goal of this NOFA is to provide long-term housing, up to 5 points are available if the applicant describes how participants will be assessed and provided housing that will meet their needs and will ultimately lead to the participant being able to maintain their housing once the assistance ends. The plan must include an estimation of the length of time the project will pay full rent on behalf of the participant and the steps it will take to begin paying less rent while the participant begins paying more rent until the participant is able to pay full rent without assistance.

#### d. Supportive Services

Maximum Points: 20

Up to 15 points are available to applicants that describe how appropriate trauma-informed, client-centered services will be identified for participants and how these services will be delivered with the goal of enhancing stability that will provide the participant the opportunity to retain housing. Applicants must also include how participants will be assisted to obtain mainstream resources (e.g., TANF, child support, food stamps) as applicable to their needs. The description for this criterion must describe how supportive services will be delivered, either directly through funding from this NOFA, or through partnerships with other organizations within the geographic area covered by the application. Supportive services that will be provided by an organization other than the applicant, or subrecipient, must have a written agreement (MOA or MOU) that includes the organization(s) that will provide the service(s), type of service(s), how often the service(s) will be provided, and how the service(s) will be recorded for reporting purposes while maintaining participant confidentiality. The MOA or MOU does not count towards the 30-page limit (but should not exceed 10 pages) but will be reviewed and scored based on the services provided in the MOA or MOU and those services that are being requested through the funds. It should be evident through the narrative information and the MOAs or MOUs that the applicant, and subrecipient(s), will offer a wide-range of trauma-informed, client-centered services.

As part of the supportive services provided under the NOFA, an "Other" category has been added to allow for expenses under this program for the following:

- cell phones for participant use that will be transferred to the participant upon exit from this program;
- security measures such as security system for housing options;
- furniture (use of local furniture banks or organizations that collect and distribute furniture is recommended, e.g., St. Vincent de Paul usually picks up furniture from household donating and delivers same day to participant);
- household items (e.g., linens, kitchen items);
- crisis intervention;
- trauma and family therapy; and
- prevention activities related to housing (e.g.; prevent participant from being evicted).

All expenses allowable under this program can be used as program match rather than expenses paid from this NOFA. If the applicant, or subrecipient(s), plan to use a portion of allowable supportive services as match, the narrative must include this information and the anticipated type(s) of services and who will provide the services.

For those supportive services that will be provided from funds under this NOFA, HUD must be able to determine the correlation of services under this section of the application and the funds requested on the Supportive Services budget, e.g., if case management costs are requested under this NOFA, the information in this section must correspond to the information provided on the Supportive Services budget. Additionally, up to 5 points are available for the narrative under this section that includes the services that will be provided by mainstream resources and include how the applicant, and subrecipient(s), will prepare the participant for appointments with mainstream resource staff, as follows:

- having the necessary documentation for mainstream services appointments;
- if forms are available online, download the forms and work with participants to complete;
- advise participants on what to expect at the appointment, (e.g., set realistic expectations for waiting to speak with someone, questions that may be asked); and
- ensure participants have transportation to and from the appointment (e.g.; cab fare, bus tokens).

#### e. Budgets

Maximum Points: 5

Applicants will be assessed based on the information provided in the budgets for which they are requesting funds. The information provided in the budgets should closely tie to the application narrative provided in this section of the NOFA. Additionally, if leasing (units or structure) and/or rental assistance is requested, the recipient, or subrecipient, must document whether utilities are included in the lease agreement. If utilities are not included in the lease agreement, the recipient, or subrecipient may include the estimated costs for these in the application.

#### Leasing and Rental Assistance Budget:

Enter the estimated number of units for the unit sizes listed that will be funded by the project. To determine the Fair Market Rent (FMR) amount, visit <https://www.huduser.gov/portal/datasets/fmr.html> to obtain the correct FY 2018 FMR amount for the selected area(s) and enter that amount under "FMR or Actual Rent." If the rent for the unit sizes selected is less than the FMR amount, you can enter the lesser amount; however, you cannot exceed the amount of FMR listed.

Unit Size	Number of Units		FMR or Actual Rent	HUD Paid Rent		36 months		Total Requested
SRO		x			x	36	=	
1		x			x	36		
2		x			x	36		
3		x			x	36		
<b>Total</b>								

#### Leased Structure Budget:

Enter the type of leased structure (e.g., building, house, townhouse) and the amount of rent allocable to the proposed paid project. Additionally, if host homes will be used, calculate based on the square footage that will be used by the participant exclusively, e.g., bedroom size and, if a private bath, the private bath area.

Type of Structure-Description	Rent Amount		36 months	Total Requested

		X		
		X		
<b>Total</b>				

### **Operating Budget:**

Operating costs can be requested for items related crisis housing or host homes as defined in this NOFA. From the list below, enter a complete description for the cost(s) requested. If staff salaries are included (e.g., maintenance/repair), enter the quantity (i.e., numbers) and description details for each activity for which funds are being requested. Quantity and description details should be thorough (e.g., for staffing: use position title: 1 FTE @ \$45,000 including benefits or 50 hours @ \$25 per hour including benefits). In the "Amount of Assistance for 36 Months" enter the total amount of funds that are requested for operating costs for each cost selected. For example, if the description states that a full-time security person will be funded at \$45,000 per year with the benefits being used as match or leverage from another source, the "Total Amount of Assistance for 36 Months" should not exceed \$135,000. The total amount of costs must be reasonable and easily reviewed when comparing with the narrative descriptions. If using the "Other" line, the description must clearly provide an explanation for the costs requested.

	<b>Description</b>	<b>Total Amount of Assistance for 36 Months</b>
Maintenance/Repair		
Property Taxes/Insurance		
Renters Insurance		
Security		
Utilities		
Furniture		
Household Goods		
Other		
<b>Total</b>		

### **Supportive Services Budget:**

Applicants are strongly encouraged to leverage services whenever possible, however project applications may include a request for one or more of the supportive services listed below. From the list below, enter a complete description for the cost(s) requested. If staff salaries are included (e.g., case manager), enter the quantity (i.e., numbers) and description details for each activity for which funds are being requested. Quantity and description details should be thorough (e.g., for staffing: use position title: 1 FTE @ \$45,000 including benefits or 50 hours

@ \$25 per hour including benefits). In the "Amount of Assistance for 36 Months," enter the total amount of funds that are requested for operating costs for each cost selected. For example, if the description states that a full-time case manager will be funded at \$45,000 per year with the benefits being used as match or leverage from another source, the "Total Amount of Assistance for 36 Months" should not exceed \$135,000. The total amount of costs must be reasonable and easily reviewed when reading the narrative description. If using the "Other" line, the description must clearly provide an explanation for the costs requested.

	<b>Description</b>	<b>Total Amount of Assistance for 36 Months</b>
Assessment of Service Needs		
Housing Search and Counseling		
Assistance with Moving Costs		
Case Management and Counseling		
Child Care Services		
Education Services		
Employment Assistance and Job Training		
Legal Services		
Food		
Mental Health		
Outpatient Health		
Outreach		
Substance Abuse Treatment		
Transportation		
Other		
<b>Total</b>		



The maximum number of points that can be awarded to the technical assistance application is 100. The minimum score for an application to be considered for funding is 75, except when HUD determines that no eligible applications for this funding source scored at least 75 points, then HUD may select an application that scores below 75 points. This program is not subject to bonus points.

HUD's use of the term applicant in the following rating factors refers to the applicant's full team, including staff, subcontractors, and consultants. For a subcontractor or consultant to qualify as a member of the applicant's team, the applicant must have an agreement with the subcontractor or consultant in place at the time of application submission.

### **Program Knowledge (55 points)**

Applicants must demonstrate understanding of common issues facing organizations that provide assistance to victims of human trafficking (e.g., shortage of funding, lack of regulations, lack of coordination with non-human trafficking providers, applicability of cross-cutting Federal requirements) and common barriers to implementing or complying with the program, as well as possible strategies for overcoming those issues and barriers.

Describe technical assistance needs within the program based on gaps that currently exist in relation to human trafficking. Reference within the context of your response any applicable laws, regulations, rules, requirements, and policies.

Applicants with experience in working with tribal entities, should highlight such experience.

Applicants must describe their experience and expertise in working with recipients, and subrecipients, who work with victims of human trafficking to provide safe housing options and trauma-informed, client-centered services that will address the unique needs of participants that will yield positive housing and services outcomes. (up to 14 points)

The description of experience will be scored based on:

- the description of how the experience was gained, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.);
- the time period during which the experience was gained;
- the responsibilities held and/or activities performed; and
- the major accomplishments and outcomes achieved.

Less experience will receive fewer points than more experience, and experience that totals less than one year will not be considered towards the applicant's total experience. Experience will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.

The description of expertise will be scored based on:

- the degree to which the applicant demonstrates expertise relevant to human trafficking
- should include expertise gained by working with other federal Departments (e.g., DOJ, HHS) that currently provided technical assistance in this area, including knowledge of program rules, requirements, policies, and/or priorities; and
- relevant and current training, qualifications, and special certifications.

Expertise will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.

### **Administrative and Award Management (15 points)**

Applicants must identify who will be responsible for key components of award management and their relevant qualifications. Applicants must also demonstrate sufficient key management and administrative staff to effectively manage a federal financial award.

Describe the qualifications, experience, and responsibilities of personnel who will be responsible for the following components of award management:

- Compliance with federal, state, and local requirements, including financial and performance reporting.
- Management of staff, contractors, consultants, and multiple work assignments of varying complexity.
- Oversight of product development and technical assistance delivery, including development of project scope, timeline, budget, and quality and accuracy of technical assistance.
- Administrative tasks such as billing and bookkeeping; sorting reports, invoices, and financial files for quick access; and communicating with others, including the project team and awarding entity (e.g., HUD), in relation to the overall budget of the award and any potential variances in the budgeted costs.
- Monitoring and performance measurement and evaluation.

The following table provides an example of how you could provide the required information:

Name	Role	Qualifications/Experience	Responsibilities

### **Operating Policies and Procedures (6 points)**

In this section, applicants must describe how your organization's policies will implement federal award requirements and retain highly-qualified staff. The information provided must include a description of your organization's written policies for:

- Managing multiple projects and awards, including periods of performance and spending.
- Collecting and reporting on expenditures and performance measures.
- Coordinating activities with multiple organizations.
- Employee retention and succession planning, including overcoming unforeseen circumstances, such as the departure of essential staff or if HUD or the customer determines that the assigned staff have inadequate skills needed to complete a current TA engagement or activity. Such procedures must demonstrate your ability to ensure continuity in the delivery of the TA or other activity.
- Continuous professional development for your staff, consultants, and contractors to ensure continued knowledge of award administrative requirements, including new laws, policies, and procedures.

### **Monitoring and Oversight Protocols (7 points)**

Describe your organization's protocols to ensure the effectiveness of operating policies, successful award management, and mitigation of the occurrence of fraud, waste, and abuse.

You must describe your organization's protocols for monitoring and overseeing the Community Compass award effectively, including:

- Ensuring acceptable work and products were provided before you submit invoices to HUD and pay contractors and/or consultants.
- Managing and monitoring the performance of contractors and consultants and your ability to comply with award requirements.
- Financial processes for managing federal awards and monitoring award expenditures; refer to your existing accounting and personnel policies and procedures that include necessary management controls.

### **Tracking Customer Performance and Results (10 points)**

Describe how customer performance and results are tracked, including the use of qualitative and quantitative data.

The following must be included in your response:

- Types of goals, milestones, and outcomes used for engagements and activities.
- How the goals, milestones, and outcomes were identified.
- The use of data to track customer progress towards the goals, milestones, and outcomes.
- Frequency of evaluation.

### **Problem-Solving to Achieve Results (7 points)**

Describe a previous engagement (for technical assistance or another relevant activity) in which data was used to identify and address unexpected barriers to achieving the intended results of the engagement.

The following must be included in your response:

- The engagement, including the type of entity assisted (e.g., nonprofit) and the initial goal of the technical assistance or activity.
- How the data was used to identify unexpected barriers.
- The barriers encountered and how those circumstances changed the scope of the engagement or activity.
- How strategy was adjusted to ensure that the changing needs of the customer were adequately addressed.
- How regular meetings, reports from your financial management system, and/or reports to HUD (or other federal agency) were used to identify progress and challenges and implement additional changes in scope or objective(s).
- How data was to track objective(s) to completion and report to HUD (or another federal agency), including the frequency of the evaluation.
- The final outcomes/accomplishments of the engagement or activity.

## **2. Other Factors.**

### **Preference Points.**

HUD encourages activities in Opportunity Zones (OZ) and activities in collaboration with HBCUs. HUD may award two (2) points for qualified activities supporting either or both initiative(s). In no case will HUD award more than two preference points for these activities.

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

### **HBCU.**

This program does not offer HBCU preference points.

## **B. Review and Selection Process.**

### **1. Past Performance**

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

The ability to account for funds appropriately;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Time-lines for completion of activities and receipt of promised matching or leveraged funds;  
and

The number of persons to be served or targeted for assistance;

Other

HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section V.B.1 Review of Performance, above.

HUD may reduce scores as specified under V. A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.E Pre-selection Review of Performance, above.

### **2. Assessing Applicant Risk.**

In evaluating risks posed by applicants, the Federal awarding agency may use a risk-based

approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

## **2. Assessing Applicant Risk**

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process.

**3. Review Process.** HUD staff, who may be assisted by staff from other federal agencies with experience related to victims of human trafficking, will review applications in two phases:

**Phase 1: Threshold Eligibility Requirements.** The application will be reviewed to determine whether it meets the threshold eligibility requirements in Section V.A.1.a-e of this NOFA for applications applying for the program funds and Section V.A.1.f for applicants apply for the technical assistance funds. Applicants who fail to meet all of the threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated. Applicants requesting Human Trafficking Program funds will be assessed on criteria in Section V.A.

**Phase 2: Application Scoring.** If the applicant meets all threshold requirements, the application will be reviewed and scored using the selection criteria outlined in Section V.A.1 of this NOFA. Applicants applying for program funds to deliver housing and trauma-informed, victim-centered services will be reviewed and scored based on Sections III.F.1 and V.A.1.a-e of this NOFA. Applicants applying for technical assistance funds will be reviewed and scored based on Sections III.F.2 and V.A.1.f of this NOFA. After individual reviewers assign a score, each application will be paneled with an additional reviewer for a final score.

## **Selection Process**

*Ranked Order.* Once final scores have been assigned, applications will be listed in ranked order. The amount awarded to applications will be determined according to the factors described in Section V.A of this NOFA.

*Selection of Successful Applicants.* In addition to applicants' rank, the reviewer panel will also consider the geographic areas of the demonstration communities and different types of developed human settlements (tribal, urban, suburban, and rural).

**Funding Decisions.** Funding decisions will be made on applications based the amount that will be available to a selected community, HUD will take into consideration the amount of funds available; the applicant's current organizational capacity, where and when required, as presented in the application, including, among other things, the number, quality, and experience of their key personnel and the final score assigned to the application.

HUD intends to announce conditional selection of applications within 90 days of the application submission deadline.

## **VI. Award Administration Information.**

### **A. Award Notices.**

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

**Negotiation.** After HUD has made selections, some HUD programs may negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. Consult the program NOFA for specific details.

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

- Based on HUD's review of the applicant's risk under 2 CFR 200.205;
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals; or
- When the applicant or recipient is not otherwise responsible.

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFA, additional funds become

available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

**Funding Errors.** If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

## **B. Administrative, National and Department Policy Requirements for HUD recipients.**

For this NOFA, the following Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards apply. Please [Click here](#) to read the detailed description of each applicable requirement.

### 1. Compliance with Non-discrimination and Other Requirements

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
  - Improving Access to Services for Persons with Limited English Proficiency (LEP).
  - Accessible Technology.

### 2. Equal Access Requirements.

### 3. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

### 4. Real Property Acquisition and Relocation.

### 5. Participation in HUD-Sponsored Program Evaluation.

### 6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### 7. Drug-Free Workplace.

### 8. Safeguarding Resident/Client Files.

### 9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.

### 10. Accessibility for Persons with Disabilities.

### 11. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

### 12. Environmental Requirements.

Compliance with 24 CFR part 50 or 58 procedures is explained below:

This program is subject to the National Environmental Policy Act of 1969 (NEPA) and related Federal environmental authorities and regulations at 24 CFR Part 50. *A Some activities funded*

by this program for environmental purposes are categorically excluded from NEPA and not subject to the related laws listed in section 50.4 pursuant to 50.19(b)(11) Tenant-based rental assistance, 50.19(b)(12) Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services, and 50.19(b)(13) Operating costs.

After grant award, HUD will complete an environmental review of properties selected for housing to the extent required under 24 CFR Part 50. In accordance with 24 CFR 50.3(h), the applicant's submission of an application constitutes an assurance that the applicant agrees to assist HUD to comply with 24 CFR Part 50 and that the applicant shall: (1) Supply HUD with all available, relevant information necessary for HUD to perform for each property any environmental review required by 24 CFR Part 50; (2) Carry out mitigating measures required by HUD or select alternate eligible property; and (3) Not acquire, rehabilitate, convert, lease, demolish, repair or construct property, nor commit or expend HUD or local funds for these program activities with respect to any eligible property, until HUD approval of the property is received. The TVPA grantee or their environmental contractor will provide activity information and any documentation to the CPD Field Office. As soon as the environmental review for each property has been completed and approved by HUD, the grantee will be advised that it may proceed to commit and expend project funds at that site.

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Reporting Requirements and Frequency of Reporting.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

**2. Performance Reporting.** All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

**3. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data Reporting Form HUD-27061, U.S. Department of Housing OMB Approval No. 2535-0113.



**a. Human Trafficking Program.** Recipients that receive program funds under this NOFA must use a comparable database to collect information for each participant who is provided housing and services under this NOFA. A comparable database collects client-level, identifiable data over time and generates un-duplicated aggregate reports based on the data, in accordance with HUD's HMIS requirements, and adheres to HUD's HMIS privacy and security requirements at a minimum. Recipients and subrecipients must not enter or provide identifiable client information for entry into an HMIS.

Data will include, at a minimum, program entry and exit dates, whether victims of human trafficking were successful in obtaining and remaining in long-term housing, type of housing provided, how many times a victim of human trafficking entered the program and left, and type and extent of services per participant while also maintaining participant confidentiality. While this is not a comprehensive list, HUD will provide additional information for specific comparable data collection and reporting in Section V.A of this NOFA. The client information collected through the comparable database, which the recipient must report to HUD, will provide valuable information as to whether this demonstration program successfully meets the housing and service needs of victims of human trafficking. Recipients and subrecipients must follow the confidentiality provisions of VAWA and can only release PII in the following three instances: 1) when requested or consented to in writing by the victim in a time-limited release; 2) when required for use in an eviction proceeding or hearing regarding termination of assistance of the covered program; or 3) when otherwise required by applicable law. The recipient must use the data collected in a comparable database to generate a de-identified aggregate report, which at a minimum will include:

- Number of participants served by category:
  - labor trafficking;
  - sex trafficking;
  - other;
- Number of participants who:
  - number of units and beds,
  - type of units - scattered site or project-based, and
  - number of host homes;
  - received each type of housing (crisis housing, host homes, rapid rehousing) to include:
    - received each type of the services outlined in Section V.A of this NOFA;
    - type of mainstream resources successfully secured by the participant;
- In addition, the recipient must also report the following:
  - Number of training and awareness activities for CoC organizations and tribal areas, as applicable;
  - Number of individuals trained;
  - How participants are identified for this program
  - Type and amount of leveraged resources; and
  - Match funds expended - must submit match documentation.

A narrative description must be included for each of the reporting items listed above. The recipient must submit this report to HUD annually within 90 days of the anniversary of the

program start date each year. For example, if the grant agreement is executed on June 1<sup>st</sup> the first annual report will be due no later than August 29<sup>th</sup>.

**b. Human Trafficking Technical Assistance.** The applicant that receives technical assistance funds under this NOFA must develop a work plan with HUD for delivery of technical assistance for the selected program recipients that will include, but not limited to on an monthly basis:

- Number and type of technical assistance provided to recipients, and subrecipients, awarded funds under the program section of this NOFA.
- Submit to HUD the documents developed, or if existing documents that are updated, specifically for human trafficking activities.
- Develop and deliver training to recipients, and subrecipients.
- Assist recipients, and subrecipients, to develop a process for data collection specific to human trafficking as outlined in Section VI.C.3.a of this NOFA.

#### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

### **VII. Agency Contacts.**

HUD staff will be available to provide clarification on the content of this NOFA.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Sherri L. Boyd

[Sherri.L.Boyd@hud.gov](mailto:Sherri.L.Boyd@hud.gov)

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

### **VIII. Other Information.**

#### **1. National Environmental Policy Act.**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50, which implement section

102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)).

The FONSI is available for inspection at HUD's Funding Opportunities web page at:  
[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps).